

BIHAR STATE POWER TRANSMISSION COMPANY LTD. TRAVELING ALLOWANCE BILL

	No for the year							
			Head	Account				
Name			De	signation	1			
Journey	Dep. Stn. with date & time	Arrival Stn.	Mode of travel** with class & fare	Distance travelled Road Rail		Days of halt	Purpose	Remarks
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Here give the SI. number of Journey

Train, Air, Bus, Etc.

(Space for Writing any certificates required to allowance)

	Rs. P.		Signature		
Rly / Air / Bus fare		Signature			
Km. by Raod atP. per km.		Office	Stamp of officer who		
days for which		MEMO	travelled		
daily allowance is claimed		Appropriation			
Total		20	20		
Amount of advance, if any	Expenditure including the bill.				
Net Claim			BALANCE		

Passed for Rupees.....

Pay Rupees

Controlling office

DISBURSING OFFICER

INSTRUCTION FOR PREPARING TRAVELING ALLOWANCE BILLS

- 1. Journey of different kinds and Journey and halts should not be entered on the same line.
- 2. Number of miles travelied should be entered in each case of journey by raod, rail or boat.
- 3. Fraction of a mile in the total of a bill for any one journey should be charged for.